



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

General Position Information

Job Title: 16964 - Executive Support Assistant - GS-14

Salary Range: \$121,316 to \$157,709

Vacancy Open Period: 07/17/2020 - 07/24/2020

Position Type: Cadre

Who May Apply: Internal and External Candidates

Division: DNI/COO

Duty Location: McLean, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for:

- An internal or external candidates to fill a GS-14 cadre position.

Who May Apply

Current GS employees at the same grade as the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

For a cadre assignment:

- Current ODNI permanent cadre.
- Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)
- Current Federal Government employees. (Current GS employees at the same grade as the advertised position grade may apply.)



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- Candidates outside the Federal Government.

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual.
- A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- For a selected non-Federal Government candidate, salary will be established within the salary range listed above based on education and experience.

Component Mission:

The Office of the Director of National Intelligence (ODNI), Chief Operating Officer (COO) has the responsibility and authority for supervising, coordinating, providing guidance, and administering the Director of National Intelligence's (DNI) direction to the ODNI, as well as providing guidance to the ODNI centers. This includes integrating and synchronizing policy, plans, positions, procedures, and cross-functional issues. The COO is responsible for synchronizing and integrating the ODNI staff to execute all missions and tasks designated by the DNI and the Principal Deputy Director of National Intelligence (PDDNI). In addition, the COO oversees the internal management of the ODNI.

Mandatory and Educational Requirements

- Perform a comprehensive range of administrative office support functions with impeccable attention to detail and the utmost professionalism at all times.
- Plan and manage the end-to-end execution of executive meetings and events including coordination, identifying stakeholders, calendar invitations, materials, movements, and technology.
- Communicate tasks, meetings, updates, and changes to the executive, their staff, and other stakeholders.
- Plan, anticipate, and research complex topics for the executive; plan and prepare detailed background materials, summarize complex and lengthy documents, and highlight key issues. Evaluate email and correspondence to determine and prioritize action items and coordinate responses within established deadlines.
- Plan, research, and write complex and sensitive correspondence, documents, and reports; brief executives on the content and obtain their approval or signature.
- Review all correspondence/assessments/packages for content, accuracy, and completeness by ensuring information, background, and references are complete and editing for appropriate format, grammar, and spelling.
- Serve as primary liaison and facilitate effective communications and correspondence between the executive and other senior executives, management, and staff, both internal and external to ODNI, including officials' at the most senior levels of Government and foreign nations.



Mandatory Requirements

- Exceptional ability to manage competing priorities while maintaining a high level of attention to detail; demonstrated ability to work effectively in a highly active, fast-paced, and demanding environment with the upmost professionalism.
- Extensive knowledge and skill in English grammar, spelling, punctuation, and proofreading, as well as oral and written communication skills sufficient to compose and deliver responses to customers.
- Extensive knowledge and demonstrated skill in the use of computer applications including but not limited to the Microsoft Office suite of tools (Word, Excel, Outlook, PowerPoint) and the ability to quickly learn Agency-specific tools for travel, accounting, records management, and more.
- Demonstrated ability to communicate -both verbally and in writing- information in a clear, concise manner that is targeted to and meets the needs of diverse audiences with different perspectives and objectives.
- Demonstrated interpersonal, organizational, and problem-solving skills, including the ability to develop working relationships and networks with internal and external managers and staff.
- Demonstrated ability to interact with credibility and respect with senior officials both foreign and domestic.
- Demonstrated analytical and critical thinking skills, including demonstrated ability to interpret complex information from multiple sources.
- Extensive knowledge of the ODNI, IC, Congress, and the overall national security apparatus, as well as ODNI and IC standards for correspondence, administrative regulations, policies, entitlements, allowances, and unique authorities.
- Demonstrated ability to maintain effective working relationships with other ODNI and IC components and other government agencies to address issues that span multiple mission or program areas.
- Demonstrated research, planning, and organization skills, and the ability to manage changing and competing priorities under strict timelines while maintaining a high level of attention to detail.
- Experience coordinating, communicating, and liaising with senior executives, foreign partners, and distinguished visitors.
- Bachelor's Degree in business, management, communication, or equivalent
- Experience supporting an IC Senior Executive or equivalent

Desired:

- Experience supporting an ODNI Senior Executive or equivalent
- Extensive knowledge of ODNI-specific office management and administrative functions

Key Requirements and How to Apply

Internal ODNI Cadre Candidates:

A complete application package must include:



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- a. RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Internal ODNI Cadre Candidates must submit an application through the classified JobsDNI **website**. For current employees who do not currently have access to internal systems, applications should be sent to either DNI_COO_TM_HR_OPS_TEAM_A_WMA@cia.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants experiencing technical issues may submit their application via email to either email system. Applicants submitting via JWICS are requested to submit their materials to both portifa@dni.ic.gov (Faith P.) and MCCREAZ@dni.ic.gov (Zina M.) in lieu of the group address above.

All attachments should be in Microsoft Word or Adobe PDF format. Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

External Candidates:

Key Requirements:

- U.S. Citizenship.
- Successful completion of CI polygraph and background investigation.
- Successful completion of an ODNI medical screening.
- A two-year trial period is required for all new permanent appointments to the ODNI.

A complete application must include:

- a. RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.
- e. SF-50:** Current or former Federal Government employees must provide an SF-50, "Notification of Personnel Action," to verify current federal status, position, title, grade, and organization of record.

WHERE TO SUBMIT: External Candidates must submit an application through <https://www.intelligencecareers.gov>. All attachments should be in Microsoft Word or Adobe PDF format.



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WHERE TO SUBMIT: Applicants from federal agencies outside the IC should be sent to either DNI_COO_TM_HR_OPS_TEAM_A_WMA@cia.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both portifa@dni.ic.gov (Faith P.) and MCCREAZ@dni.ic.gov (Zina M.) in lieu of the group address above.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

- Your application **MUST** be received by midnight on the closing date of this announcement.
- Applications received after the closing date will **NOT** be eligible for consideration.
- To verify receipt of your application package **ONLY**, you may call 703-275-3799.

What to Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 703-275-3799; Email: Recruitment_TeamA@dni.gov

Other Information

The ODNI offers a broad array of benefits programs and family friendly flexibilities for ODNI cadre.

- Federal Employees Health Benefits Program: <http://www.opm.gov/insure/health/index.asp>
- Life Insurance: <http://www.opm.gov/insure/life/index.asp>
- Long-Term Care Insurance: <http://www.ltcfeds.com>
- Federal Employees Retirement SYSTEM {FERS} {new employees automatically covered}: <http://www.opm.gov/retire/index.asp> If you are transferring from another agency and covered by the Civil Service Retirement System (CSRS), you may continue in that system.
- Annual and Sick Leave: <http://www.opm.gov/oca/leave/index.asp>
- Flexible Spending Accounts for Health Care and Dependent Care: <http://www.fsafeds.com/fsafeds/index.asp>
- Paid Federal Holidays
- Alternative Work Schedules

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI_Reasonable_Accommodation_WMA@cia.ic.gov and DNI_Diversity_WMA@cia.ic.gov, by unclassified email at DNI_DRA@dni.gov, by telephone at 703-275-3799 or by FAX at 703-275-1217. Your request for reasonable accommodation will be addressed on a case-by-case basis. PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.